|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Haileynegi |

|  |  |
| --- | --- |
| 69 Alderbury Drive, Markham, ON, L3S 3G1 |  |
| 647-758-7593 |  |
| haileynegi@gmail.com |   |
| July 24th 2017 |  |
|  |  |

 |

|  |  |
| --- | --- |
|  | Objective |

To obtain this position and be a part of your staff

|  |  |
| --- | --- |
|  | Education |

Currently enrolled as a Grade 10 student at Bayview Secondary School in the IB program working towards completing an Ontario Secondary School Diploma as well as an IB Diploma.

|  |  |
| --- | --- |
|  | Summary of qualifications |

* Exemplary numerical and public speaking skills
* Works well independently as well as a part of a team
* Fluent in English, Guajarati, Hindi and conversationally fluent in French
* Am a team player and work well cooperating with others
* Excellent interpersonal and communication skills

|  |  |
| --- | --- |
|  | Skills |

|  |
| --- |
| **Academic Skills*** Achieved high standing at the UCMAS National Mental Math Competition
* Displayed an ability to read and understand information presented in a variety of forms in classes at Bayview SS.
* Assisted immigrant from foreign country by being a translator
* Did very well in oral presentations as well as lead a public speaking club

**Personal Management Skills*** Completed all school related assignments successfully and submitted them before the deadline
* Transferred calls from customers to the correct line and communicated effectively with them to understand the issues
* Taught groups of young children karate at a karate camp and shared ideas amongst other instructors
* Acted as a receptionist for school parent–teacher interviews and made sure the interviews were running smoothly without any disturbances

 **Teamwork Skills*** Demonstrated teamwork skills by participating in Dragon Boat
* Worked in a group of people to help co-ordinate and plan physical activities for young children at Family Day-Care
* Communicated effectively with all group members during school projects

Karate Camp Helper Dynamic Martial Arts/ Markham, ON 2016 Camp Robin HoodReceptionist Hewlett-Packard Markham, ON 2016Program Plan Assistant Family Day-care Markham, ON 2016-2017 Receptionist Bayview SS Richmond Hill, ON 2017ReferencesPaul Vasil CEO of Dynamic Martial Arts 905-940-5644Jasma Shah ECE 647-774-7593Mahendra Sinh Employee 416-709-7593Irena Nabuda Geography Teacher 905-884-4453  |

|  |  |
| --- | --- |
|  | Volunteer/WORK hISTORY |